



Chief Executive Information Pack

Contents

Introduction.....	3
Who we are.....	4
What we do	5
How we're organised	6
Strategy.....	7
Financials	8
Meet the Board.....	9
Job Description.....	11
Person Specification.....	13
How to apply	14
Timeline.....	15

Introduction

Dear Candidate

Every year, up to 70 children in Northern Ireland are diagnosed with cancer. Every one of them will visit the Children's Cancer Unit throughout their journey, as it is the only place in Northern Ireland where children can receive specialist treatment for cancer.

The Children's Cancer Unit is part of a global network which facilitates crucial clinical trials with the objective of improving survival rates, and the quality of that survival, for children affected by these dreadful disorders.

The Children's Cancer Unit *Charity* exists to maximise the impact that the Cancer Unit can have on our young people in Northern Ireland affected by the disease. It helps fund specialists whose work is vital to providing world class care; it procures equipment essential to improving outcomes for young cancer patients; it has been responsible for delivering a 10-bed cancer unit; and it pays for important research and training.

The charity is now gearing up to deliver even more positive impact on the lives of children and families affected by cancer. To help achieve this, we will be appointing our first ever Chief Executive to lead on this existing new phase of development.

The new Chief Executive can expect to deliver our core programme and increase our profile while consolidating and developing our fundraising. You will be responsible for delivering the organisation's business plan and ensuring that the Children's Cancer Unit has the funding and profile to be successful.

You will be overseeing the fundraising strategy and supporting the Charity's fundraising efforts. We expect you to work in tandem with the Board of Trustees to ensure the effective financial, legal and moral governance of the Children's Cancer Unit.

You can find out more about the role in this information pack, or by contacting our recruitment partners at Engage in the first instance.

If you share our passion to improve the lives of the children and young people we help, and you think you have the strategic, operational, stakeholder and people management skills needed, we would love to hear from you.

Felix Mooney
Chair



Who we are

The Children's Cancer Unit Charity (CCUC) is a registered charity formed and run by local people. It depends on donations to support the work of medical and nursing professionals at the Children's Cancer and Haematology Unit in the Royal Belfast Hospital for Sick Children.

Founded in 1984, the charity was established to help children diagnosed with cancer and complex blood disorders who were being treated alongside patients with other, potentially contagious and infectious, conditions – an arrangement that was far from suitable due to many risks.

On 23rd October 1987, the Children's Cancer Unit opened its doors, thanks to the dedication and determination of our founding members and supporters.

The CCUC continues to support the vital work of the Children's Cancer Unit, as well as the children who are treated there and their families.

The Children's Cancer Unit that we support is part of a global network which facilitates crucial clinical trials with the objective of improving survival rates, and the quality of that survival, for children affected by these dreadful disorders.



What we do

Staffing

We continue to provide additional funding for staffing. Posts funded by the charity include a dedicated Play Specialist at the Outpatients Clinic, a Practice Educator, Data Manager and an Assistant Child Psychologist.

Equipment

With the guidance of the medical professionals, the Charity purchases essential equipment for the unit when needed. As well as contributing £300,000 to a charity-funded MRI scanner and paying for a new ultrasound scanner for the children's hospital, the 'CCURelaxIt' App was also developed thanks to CCUC funding. This piece of software helps prepare children for daunting procedures in a non-invasive way and has already become a vital tool for our Play Specialists.

Infrastructure

We are proud to have built the original eight bedded Unit back in 1987. Since then, the CCUC has extended it by constructing a further two isolation rooms – increasing the capacity at the Unit by two more beds.

The CCUC continues to upgrade and improve other areas of the Unit through renovations and redecoration, creating a more welcoming and pleasant place for our patients.

Training & Research

A vital part of our work is to fund important research and promote ongoing training. This means that our medical team is up-to-date on the latest medical and technological advances in childhood cancer care and are at the forefront of new innovative treatments.

As well as funding a Research Nurse, we send our team to global conferences and seminars every year to participate in discussions and to share knowledge with their peers around the world.

RECENT ACHIEVEMENTS

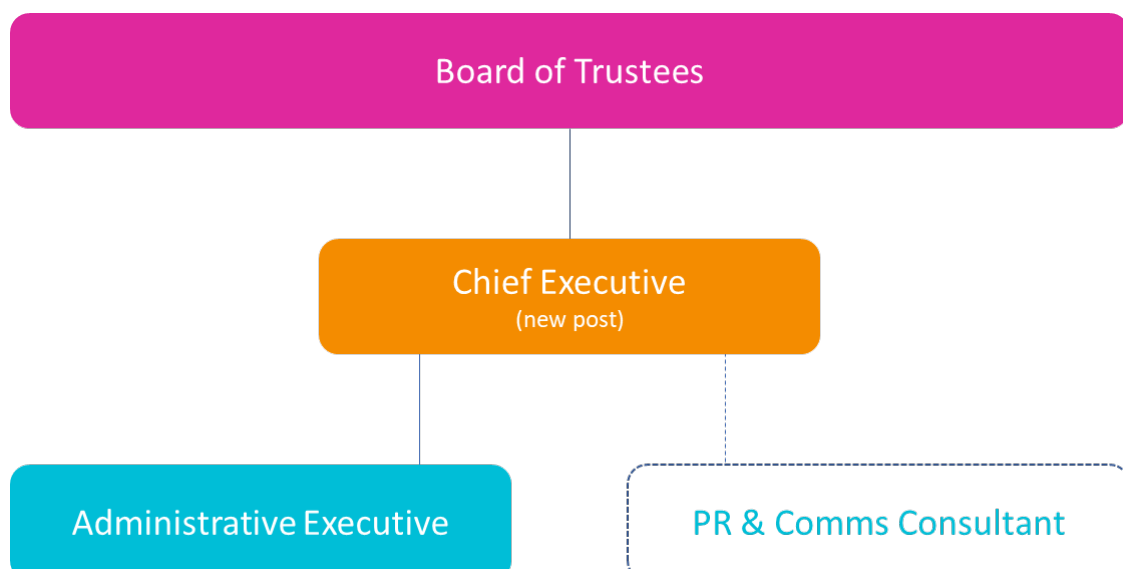
- Built two new rooms onto the Unit, increasing the number of beds.
- Helped create a new Teenagers & Young Adults Service, in partnership with four other children's cancer charities.
- Funded the development of the CCUC Relax It App which helps children prepare for treatment.
- Donated £300,000 towards an MRI Scanner at the Children's Hospital.

Teenagers & Young Adults

In collaboration with four other charities, the CCUC established a new Teenagers and Young Adults Cancer Service which saw an enhanced and regional support network, consisting of specialist nurses and social workers, brought to more young people. This ensures that teenagers and young adults affected by cancer can avail of specialist, age-appropriate care, wherever they are in Northern Ireland.



How we're organised



Strategy

The mission statement of the International Society of Paediatric Oncology is 'No child should die of Cancer', a vision that the Children's Cancer Unit in Belfast embraces. Our mission as the Children's Cancer Unit Charity is to support the work of the existing unit and staff at the Royal Belfast Hospital for Sick Children in providing care for children with cancer and blood disorders.

A longer term objective of the Charity is to achieve a dedicated Haematology and Oncology Unit for children at the new children's hospital planned for Northern Ireland in the coming years. This will ensure a sharp focus on facilities and treatment for patients and for high level research into cancer and blood disorders. We are also exploring cross-border initiatives aimed at improving the effectiveness and efficiency of services to children with cancer on an all-island basis.

The charity is well into the planning phase for resourcing vital research into paediatric cancer with the two universities in Northern Ireland, with a view to helping benchmark Belfast alongside other centres in the UK and Ireland.



As part of continuing efforts to future-proof our governance arrangements, we are currently involved in the process to register the organisation with Companies House as a company limited by guarantee.

Financials

Here's a summary of our most recent published Income and Expenditure and Balance Sheet statements to 31 October 2021. You can click on the links below to access the last three years full accounts.

			2021	2020		2021	2020
	Notes	Restricted	Unrestricted	Total	Total	Notes	
Incoming and Endowments from					Fixed Assets		
Income from Charitable Activities	1				Tangible Assets	2	3,495
Donations		0	502,373	502,373	Fixed Asset Investment		1,473,535
Grants	1		-	-			
Incoming resources from Investment Income	1		-	-	Current Assets		
Bank Interest Received		0	5,134	5,134	Prepayments and Accrued Income	3	21,143
					Cash at Bank		2,513,225
Total Incoming Resources		0	507,507	507,507			2,534,368
Expenditure On:					Creditors: Due within one Year	4	37,716
Charity activities							
Children's Unit Wing Running Expenses		0	128,336	128,336	Net Current Assets		
Costs of generating funds		0	73,897	73,897			2,496,652
Governance costs		0	17,010	17,010	Total Assets Less Current Liabilities		
Other expenditure		0	54,461	54,461			3,973,682
Total Resources Expended		0	273,704	273,704	Capital and Reserves		
					Unrestricted Funds:		
Net Incoming/(Outgoing) Resources		0	233,803	233,803	General Funds		3,973,682
Euro Disney/MRI Scanner Appeal		0	-	-			3,659,665
Isolation Rooms			-	-			
Revaluation of Investment			80,214	80,214			
Funds at 1 November 2020		0	3,659,665	3,659,665			
Funds at 31 October 2021		0	3,973,682	3,973,682			

Annual Report to Oct 2021

Annual Report to Oct 2020

Annual Report to Oct 2019

Meet the Board



Felix Mooney - Chair

Felix is Chief Executive of the Mooney Hotel Group, which owns the Wellington Park Hotel in Belfast and the Armagh City Hotel. He has been a trustee of the Children's Cancer Unit Fund since 2008 and took over the role as chairman of the trustees in 2014. Mr Mooney is a former President of the Hospitality Association of Ireland and a Director of Extra Care. In 2003 he was awarded an OBE for his services to the tourist and hospitality industries.



Anthony McCarthy

Dr Anthony McCarthy is a Consultant Paediatric Oncologist in the Royal Belfast Hospital for Sick Children. He was appointed in April 2000 and since then has taken the lead in the management of all children diagnosed with solid tumours under the age of 16 years. He has been lead clinician of the Children's Haematology Unit and trustee of the Northern Ireland Children's Cancer Unit Fund since 2008.



Denis Murphy

Denis is Chair and Chief Executive of Anaeko Analytics, a firm which under his leadership has delivered significant fundraising initiatives for the charity. Denis has first hand experience of helping his family through children's cancer diagnosis and treatment.



Drew Wilkinson

Drew Wilkinson was appointed as a funds administrator in 2011. He is a practising Chartered Accountant, a Fellow of the Institute of Chartered Accountants in Ireland and a former Chairman of the Ulster Society of Chartered Accountants.



Keith Farley

Keith is vice president and managing director of cybersecurity software company Aflac NI. A native of Atlanta, Georgia (USA), he has forged an exciting partnership between Aflac and the charity in Belfast resulting in unique initiatives like an interactive, robotic play duck designed for children affected by cancer.



Laurie Jones

Laurie is another of the founders of the Northern Ireland Children's Cancer Unit Fund who played a key role in raising funds to build, equip and staff the facility at the Royal Belfast Hospital for Sick Children. A qualified paediatric nurse, she saw the need for such a facility from helping to treat children and young people with cancer.



Sheila Ferguson

Sheila Ferguson is one of the founders of the Northern Ireland Children's Cancer Unit Fund at the Royal Belfast Hospital for Sick Children. She was driven to help to set up the unit as a concerned parent who saw the need for a dedicated facility which focused on the specific needs of young children with cancer. Her objective in helping to spearhead the fundraising for the unit was to ensure that children in Northern Ireland had access to facilities and treatment on a par with those in other UK regions.



Stephen Warke

Stephen is former MD of Pension and Financial Consultants Ltd and led on its integration with Davy to become the number one wealth manager in Northern Ireland. An outstanding international cricketer, he was the first ever player to reach 100 caps for Ireland.



Tim O'Connor *Special Advisor to the Board*

Tim runs his own business providing strategic advice and support to Irish and international organisations. His 37 year public service career included negotiating the Good Friday Agreement, running the North/South Ministerial Council and holding the rank of Ambassador to the United States as Consul General of Ireland. His board positions include those on agri-tech and international support services companies, as well as a philanthropic focus on cross sectoral work in higher education, the age sector and arts and culture. He was an ordinary board member of the charity until July 2022.

Job Description

Job title	Chief Executive
Salary	c£45,000 subject to experience plus 5% Employer's Pension Contribution
Accountable to	The Board through the Chair
Location	Belfast
Working hours	Full-time (37.5 Hours per week) with evening and weekend work as required
Probation period	6 months
Holidays	25 days per year plus 12 bank holidays

Purpose of Post

The Children's Cancer Unit is now recruiting a Chief Executive to deliver our core programme and increase our profile while consolidating and developing our fundraising. As Chief Executive you will be responsible for delivering the organisation's business plan and ensuring that the Children's Cancer Unit has the funding and profile to be successful. You will be overseeing the fundraising strategy and supporting the Charity's fundraising efforts. We expect you to work closely with the Board of Trustees to ensure the effective financial, legal and moral governance of the Children's Cancer Unit.

Key Objectives of the job

- Provide strategic vision and leadership to the operation and development of the Children's Cancer Unit Charity within the direction set by the Board of Trustees.
- Ensure that the charitable purposes of the Children's Cancer Unit Charity are followed and that it delivers the charitable benefit set out in its vision.
- Take overall responsibility for the management and administration of the Charity within the governance and accountability frameworks established by the Board of Trustees.
- Work with the Chair to enable the Trustees to fulfil their duties, legal and other responsibilities for the proper governance of the Children's Cancer Unit Charity.
- Ensure that the Board receives advice, recommendations and information in an effective, thorough and timely manner.

Main Duties

Staff Management and Leadership

- Manage the team at the Children's Cancer Unit Charity and ensure it is a well-run organisation where colleagues feel valued and able to work effectively.
- Inspire and support the team of staff, consultants and volunteers to meet targets and to understand how their contribution is vital to achieving wider strategic aims.
- Ensure there are clear lines of accountability and responsibility across the team which foster and maintain effective working relationships for the organisation.

Financial and Legal

- Be responsible to the Children's Cancer Unit Charity Board of Trustees for the overall financial health of the organisation.
- Produce a budget acceptable to the Board and ensure the sound financial management of the Children's Cancer Unit Charity within that budget.
- Ensure full and accurate reporting including the preparation of an annual report and financial statements.
- Ensure that the organisation has the right management systems and structures in place to carry out its work effectively, accountably and safely, and that professional standards are met.

Fundraising

- Lead the Children's Cancer Unit Charity fundraising strategy and build a sustainable programme of individual, corporate, and trust donations to ensure long-term sustainable income.
- Hold strategic responsibility for the delivery of the annual income.
- Identify and cultivate new fundraising opportunities.
- Responsible for leading, managing and motivating fundraising staff and volunteers.
- Ensure the fundraising KPIs/reports are completed and submitted on time to the Trustees.

Communication and representation

- Deliver the Children's Cancer Unit Charity message and encourage collaboration with communities.
- Manage campaigns and communications staff, contractors and volunteers to develop and implement an integrated campaigns and media strategy.
- Act as an ambassador for Children's Cancer Unit Charity, networking widely to build new and existing strategic relationships.
- Manage the development and maintenance of effective channels of marketing/communication with all stakeholders.

Person Specification

Essential Experience

- Educated to degree level or 5 years' experience at or above senior management level in a relevant post.
- Evidence of strategic planning skills.
- Evidence of good leadership skills and the ability to motivate and develop your team to deliver results.
- A proven track record of securing funding in a tough financial climate.
- Excellent experience in financial management and budget development skills.
- Experience in leading change management.
- Evidence of excellent stakeholder management and communications.

Essential Attributes

- Commitment to the aims and ethos of the Children's Cancer Unit Charity.
- Excellent all round communication skills and relationship management abilities.
- Personal drive, energy, integrity, adaptability and responsibility.

Desirable

- Evidenced Marketing and PR experience.
- Understanding of key issues, policy and legislation affecting the health and social care sector in Northern Ireland.
- Understanding of the political, economic and social opportunities and challenges faced by the the voluntary and community sector in Northern Ireland.

How to apply

Please forward a CV, maximum three A4 sides together with a completed **Supplementary Questions Form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **Equality Form** (see below).

The deadline is **Noon on Monday 22 August 2022**. Applications should be made by email to: patrick@co3.org.uk

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

The Children’s Cancer Unit Charity is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Monday 22 August 2022

First Interviews

Tuesday 30 and Wednesday 31 August 2022

Second Interviews (may include a seen or unseen task)

Friday 9 September 2022

Final Interviews

Friday 16 September 2022



Please address any enquiries relating to the advertised position, and your submission, to the Children's Cancer Unit Charity's recruitment partners:

Patrick Minne

ENGAGE
EXECUTIVE TALENT

Tel: 07792 509003

Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Children's Cancer Unit Charity

The Children's Cancer Unit Charity
75 High Street
Holywood
BT18 9AQ

Email: jacqueline@childrenscancerunit.com

Charity Registration NIC104794